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ON-STATION RETENTION AND DISPOSITION OF MAPSO RECORDS

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Signed by _____ April 3, 2003 _____
R. J. LaDouce Date
Director, Pacific Region

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1. Policy. Pacific Region (PR) first-order stations (Pago Pago, Majuro, Pohnpei, Chuuk, Yap, and Koror) that use the Microcomputer Aided Paperless Surface Observations (MAPSO) for taking METAR, SPECI, F-6, and SYNOPTIC observations shall follow the procedures listed below for on-station retention and disposition of these observational records:

1.1 In addition to end-of-month records that are sent to NCDC, Retain MAPSO diskettes (copy of NCDC disk) on station for one year. After one year, recycle for future use.

1.2 Retain MAPSO Printouts (hard copy) on station for three months, then dispose of locally. There is no longer a requirement to mail observational records to the University of Hawaii.